

CITY OF PLACERVILLE

Engineering Department



REQUEST FOR PROPOSALS

FOR CONSULTING SERVICES

for the

BELT FILTER PRESS BUILDING IMPROVEMENTS

(CIP No. 42233)

Release Date: April 15, 2026

Proposals due by: June 1, 2026, at 3:00 pm

A complete copy of the RFP and attachments can be found at:
www.cityofplacerville.org/rfp-rfq-projects-out-to-bid

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1. INTRODUCTION

The City of Placerville (City) is soliciting Proposals from qualified firms (Consultant) to provide consulting services for the Belt Filter Press Building Improvements Project. The city sludge dewatering facility has sustained extensive rust-related damage to the roof decking and support members. In 2022 the City completed an inspection report of the roof condition, this report is attached to this RFP.

The purpose of the first phase of the project is to confirm the extent of damage and determine a path forward for rehabilitation of the dewatering building roof. In addition, it is desired to review the existing building exhaust system for proper air exchanges to protect equipment and for plant safety, and to provide a recommendation for any upgrading needed. A crane is located on and supported by structural members; this crane and use will need to be considered when evaluating the roof.

A preliminary engineering report (PER) will outline the required rehabilitation and provide for the basis of design. The PER will also provide a scheduling plan or added provisions to consistently (and safely) utilize the belt press during the construction period.

The Consultant will coordinate with the City Engineering department and will work with City staff.

This first phase of the project is expected to be completed within six (6) months, and the tentative project schedule is as follows:

1. Proposals Due – June 1, 2026
2. Finalize Scope of Work/Award Contract/Project Kick-off – June 30, 2026
3. Phase 1 Project Completion – December 31, 2026

2. SCOPE OF SERVICES

The Phase 1 services shall generally include preliminary engineering design. Phase 1 will begin with preliminary data collection and project management. The City expects the Consultant to develop their own detailed scope of work and identify deliverables based on their understanding of the project. The scope of work for Phase 1, at a minimum, should include the tasks described below.

Preliminary Engineering Report (PER)

The Consultant will provide a preliminary engineering report outlining the following:

- Review, inspect, and categorize damage to the roof system and other building appurtenances and provide alternatives to rehabilitation and/or replacement.
- Evaluate the existing exhaust system and air exchanges, and if insufficient (or damaged) provide alternatives to modify or enhance to provide adequate ventilation to ensure employee safety and prevent rust from returning.
- Evaluate the use of the building cranes and the structural support required and provide any

recommendations for safe and structurally sound use.

- Include any relevant OSHA compliance improvements as needed.
- Determine a construction/rehabilitation plan that allows for the safe dewatering during the construction window.
- Identify a recommended rehabilitation plan
- Develop a Class V AAEC cost analysis for the proposed rehabilitation work and an implementation schedule.

Deliverables:

1. Preliminary engineering report

3. RESPONSE TO THIS RFP

Consultants wishing to propose in response to this RFP are invited to notify the City of their intent to propose by emailing the project manager to be added on the Proposer List. The City reserves the right to amend this RFP by addendum prior to the final submittal date and will email any addendums to the RFP directly to the Consultants on the Proposer List.

Firms responding to this RFP shall submit six (4) hard copies of the proposal and one (1) electronic copy. Proposals shall be submitted in sealed envelopes or containers that bear the name and business address of the firm and shall also be plainly labeled as follows in the lower lefthand corner of the envelope:

**CITY OF PLACERVILLE
BELT FILTER PRESS BUILDING IMPROVEMENTS
CONSULTING SERVICES PROPOSAL**

The City of Placerville will accept written Proposals at the following address:

Hangtown Creek Water Reclamation Facility
2300 Cool Water Creek rd
Placerville, CA 95667

Attn: Michael Fritschi, P.E.
Plant Superintendent

Proposals may be hand-delivered or mailed via U.S. Post Office or overnight service. The City of Placerville will NOT accept proposals submitted via e-mail.

Deadline for receipt of Proposals is 3:00 p.m. on June 1, 2026.

If all required information is not provided, a Proposal may be considered incomplete and non-responsive and rejected without evaluation. Late submittals, submittals to the wrong location, or submittals with inadequate copies are considered non-responsive. Submitting additional information

after the deadline will not be allowed.

The City of Placerville reserves the right to reject any or all Proposals and to waive any and all irregularities and to choose the firm which, in its opinion, best serves its interests. The City makes no representation that any contract will be awarded in response to this RFP. The City will not be liable for any costs incurred by the Proposers incidental to the preparation and presentation of qualifications either orally or in the Proposal. Any costs incurred in the preparation of the Proposal, in the submittal of additional information, and/or in any other aspect of the Proposal prior to the award of a written agreement will be borne by the Proposer. Proposals shall remain in effect for a period of 120 days from the submittal deadline.

4. PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section; failure to include all of the elements specified may be cause for rejection. Provide the information in the specified order. Additional information may be provided, but should be succinct, cost-conscious, and relevant to the goals of this RFP. Excessive information will not be considered favorably.

The Consultant's Proposal shall be 8.5-inch by 11-inch pages or folded to fit into that size page. The proposal must include the following items:

A. Cover Letter with the following information:

- Title of this RFP
- Contact person's name, address, email address and telephone number
- A statement that the submitting firm will perform the services and adhere to the requirements described in this RFP, including any addenda.
- Signature of an officer empowered by the Consultant to sign such material and thereby commit the Consultant to the obligations contained in the RFP response. Signing and submission of a response shall indicate the intention of a proposer to adhere to the provisions described in this RFP and a commitment to enter a binding contract.

B. Qualifications and Experience

- Provide an introduction to your firm's experience relevant to this project. Include information related to the firm's organization, size of staffing, and office locations.
- Identify specific staff members to be assigned to the project, and a brief summary of their qualifications, experience, and availability.
- Include qualifications and experience of any subconsultants to be used. Identify the percentage of services to be completed by any subconsultants.
- Provide a relevant summary of your firm's experience with similar projects, and include a description of the project location, budget, and scope of work.
- Provide a detailed discussion of your firm's approach to the successful implementation of

the project. Include discussions of methodologies you believe are essential to accomplishing this project.

- Provide a detailed scope of services, including a project schedule and timeline for the project

C. Contract Exceptions/Deviations

Attachment A provides the City’s standard Agreement for Consulting Services, and the City Legal Notices are included in Attachment B. Proposers must review the Sample Agreement and be prepared to accept as-is or provide requested exceptions and/or deviations. If the Consultant has ever been terminated from a contract, describe the facts and circumstances in detail on a separate sheet.

D. Cost Proposal

In a separate, sealed envelope, Proposers must provide a total cost proposal for all services to be delivered, and a breakdown of costs delineated by tasks as described in the Scope of Services for Phase 1 of the project. The Cost Proposal must detail all costs to be paid by the City of Placerville under the Contract including, without limitation, staff hours and hourly rates for each team member proposed to complete the project. The Cost Proposal shall include compensation for wages, salary-related benefits, overhead, administration, materials, and all other direct costs, profit and a total “not-to-exceed” sum for this proposal. The Cost Proposal must match the proposed scope of work.

For consulting services on projects involving local, State, and/or Federal funds, the City requires that fee schedules must be consistent with applicable prevailing wage requirements.

5. INQUIRIES

All inquiries to the Request for Proposals (RFP) should be emailed to:

City of Placerville
Water Resource Facility
Attention: Michael Fritschi, P.E.
Plant Superintendent
Email: mfritschi@cityofplacerville.org

Prospective Proposers are encouraged to promptly notify the City, in writing, of any apparent major inconsistencies, problems, or ambiguities in this RFP by **May 5, 2026, by 3:00 pm.**

6. EVALUATION CRITERIA

The primary objective of the city is to select a qualified Consultant to perform necessary professional services to successfully complete the PER. Selection of a consultant will not necessarily result in a project guarantee with the City of Placerville. Selection of consultant is a Staff recommendation and

entering into a contract is only by action of the City Council and is not in force until fully executed by authorized personnel. The City has established the following criteria for the selection process:

- The selection process shall be fair, open, and competitive.
- Selection shall be based upon demonstrated competence, professional qualifications, relevant experience, and capabilities to perform the required services.
- The proposals will be reviewed and ranked, and interviews may be held with the top 3 ranking firms.
- Negotiations may commence with the top-ranked firm. If negotiations are unsuccessful, then the City will begin negotiations with the second-ranked firm based on their interview score. The City reserves the right to reject any and all proposals and to negotiate with any responsible, responsive firm. The City is under no obligation to issue contracts for the services described in this RFP.

Proposals and interviews will be evaluated based on the following evaluation criteria:

Evaluation Criteria	Maximum Points Possible
1. Project Understanding	25
2. Qualifications and Experience of Consultant Team	30
2. Project Approach	25
3. Availability / Ability to Meet Schedule	20
Total Possible Points:	100

Reference checks will be performed at the sole discretion of the selection committee.

7. SELECTION SCHEDULE

Schedule

Deadline for Inquiries	May 5, 2026, 3:00 pm
Proposals Due	June 1, 2026, 3:00 pm
Proposal Evaluation/Interviews	June 1 – June 30, 2026
Award Consultant Agreement	July 1 – July 15, 2026

8. LIST OF ATTACHMENTS

- A. Structural Observation of Belt Filter press Building Roof (Burne Engineering)